

LEGISLATIVE ASSEMBLY OF
BRITISH COLUMBIA

Retention and Disposal Authorities

Select Standing Committee on
Public Accounts
Report



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Office of the Clerk of Committees

Location:

**Room 224, Parliament Buildings
Victoria, British Columbia
V8V 1X4**

Telephone: **(250) 356-2933**

Toll free at: **1-877-428-8337**

Fax: **(250) 356-8172**

Email: **ClerkComm@leg.bc.ca**

Internet Home Page:

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June 6, 2000

To the Honourable,
The Legislative Assembly of
the Province of British Columbia
Victoria, British Columbia

Honourable Members:

We have the honour to present the *Sixth Report* of the Select Standing Committee on Public Accounts for the Fourth Session of the Thirty-Sixth Parliament.

The *Sixth Report* covers the work of the Committee on the matter **Records Retention and Disposal Authorities**.

Respectfully submitted on behalf of the Committee.

Mr. Rick Thorpe, MLA
Chair

Ms. Evelyn Gillespie, MLA
Deputy Chair



INTRODUCTION

In accordance with Section 3 of the *Document Disposal Act* (RSBC 1996, c. 99), the Public Documents Committee (PDC) submits each year for consideration and approval by the members of the Select Standing Committee on Public Accounts (PAC) a copy of each of the records retention and disposal authorities it has recommended for approval by the Legislative Assembly. Once approved, those authorities govern the retention and final disposition of the government records described therein.

The five-member Public Documents Committee established under the *Document Disposal Act* (RSBC 1996, c. 99, s. 3(1)) is comprised of the Provincial Archivist (Chair), the Comptroller General, and three other persons appointed by order in council. No government record may be destroyed except upon the written recommendations of the PDC and the approval of the Executive Council or the Legislative Assembly.

The British Columbia Archives is responsible for administration of the *Document Disposal Act* and provides administrative services to the PDC. Under Treasury Board's *General Management Operating Policy* (c. 8), the British Columbia Archives is responsible for ensuring that the recorded information of government is properly managed, including its classification, retention and disposition. The British Columbia Archives is also responsible for preserving and making accessible government records which have ongoing archival value to the Province.

RECOMMENDATION NUMBER 1:

That the management of the retention and final disposition of the administrative records of the Government of British Columbia be amended in accordance with the summary of changes attached to the *Administrative Records Classification System (ARCS): 2000 Amendment*.

RECOMMENDATION NUMBER 2:

That the management of the retention and final disposition of the operational records of the British Columbia Coroners Service be in accordance with the records schedules, standards, and guidelines described in the *British Columbia Coroners Service Operational Records Classification System*.

RECOMMENDATION NUMBER 3:

That the management of the retention and final disposition of the operational records of the British Columbia Transportation Financing Authority be in accordance with the records schedules, standards, and guidelines described in the *British Columbia Transportation Financing Authority Operational Records Classification System*.

RECOMMENDATION NUMBER 4:

That the management of the retention and final disposition of the operational records of the Science, Technology and Telecommunications Division, Information, Science and Technology Agency, be in accordance with the records schedules, standards, and guidelines described in the *Science, Technology and Telecommunications Operational Records Classification System*.

RECOMMENDATION NUMBER 5:

That the management of the retention and final disposition of the operational records of the Provincial Emergency Program, Public Safety and Regulatory Branch, Ministry of Attorney General, be in accordance with the records schedules, standards, and guidelines described in the *Provincial Emergency Program Operational Records Classification System*.

RECOMMENDATION NUMBER 6:

That the management of the retention and final disposition of the operational records of Office of the Comptroller General, Ministry of Finance and Corporate Relations, be in accordance with the records schedules, standards, and guidelines described in the *Office of the Comptroller General Operational Records Classification System, as amended*.

RECOMMENDATION NUMBER 7:

That the management of the retention and final disposition of the operational records of the Aboriginal Health Programs, Ministry of Health, be in accordance with the records schedules, standards, and guidelines described in the *Aboriginal Health Programs Operational Records Classification System*.

RECOMMENDATION NUMBER 8:

That the management of the retention and final disposition of the operational records of Pharmacare, Ministry of Health, be in accordance with the records schedules, standards, and guidelines described in the *Pharmacare Services Operational Records Classification System*.

RECOMMENDATION NUMBER 9:

That the management of the retention and final disposition of the operational records of the Local Government Department, Ministry of Municipal Affairs, be in accordance with the records schedules, standards, and guidelines described in the *Local Government Services Operational Records Classification System*.

RECOMMENDATION NUMBER 10:

That the retention and final disposition of Year 2000 (Y2K) project documentation and test data created and received by the Government of British Columbia be managed in accordance with the government-wide ongoing records retention and disposal authority for those records.